

Fixed Assets

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Fixed Assets

The Down To Earth Fixed Assets application enables you to

- Define asset masters
- Process asset depreciation
- Process asset retirement
- Print depreciation comparison reports
- Process and print reports for year end
- Interface with the Down To Earth General Ledger system

Fixed Assets stores information about your assets and allows you to track and depreciate them in a variety of ways. The depreciation history is available for your reporting needs with the Fixed Asset register providing a summary of the assets, the Asset recap report sorting the data by Asset, G/L code, Location and Category, and the Depreciation history report providing the detail.

Down To Earth does not require you to install any other application to use Fixed Assets but Fixed Asset transactions can be interfaced to General Ledger, if desired. In either case, a F/A to G/L distribution report is provided indicating the general ledger journal entries to be made.

Assets are tied to the General Ledger by the general ledger code assigned to each asset. The G/L code identifies the general ledger account numbers to track depreciation expense and accumulated depreciation for each asset.

The general ledger distribution is written to an interface file when depreciation and retirement transactions are posted. Then, usually once a month, the distributed transactions are interfaced to General Ledger via the Miscellaneous menu column selection, "Interface from other applications," in the General Ledger application. A report of all asset information posted to the General Ledger is available for printing by selecting "F/A to G/L distribution" from the Reports menu column.

In the Fixed Assets application you can use the Depreciation Method Comparison to calculate depreciation for the entire life of any asset and compare depreciation methods for *Book* and *Tax*. The asset master does not have to be defined to generate this data. A detail of year by year depreciation is reported, comparing six different methods at a time. This report will assist you in choosing the most efficient method for tax and booking purposes while detailing the effect on earnings throughout the asset life.

Fixed Assets also records the retirement of assets. Retirement can occur from a variety of events: sale, abandonment, involuntary conversion, etc. All retirement

transactions must be recorded (posted) to ensure depreciation will not continue. Posting Retired assets also creates general ledger distribution to the Accumulated depreciation, Proceeds, specific asset, and Gain/loss account numbers. When an asset is retired, the following distribution is created:

- ① the Accumulated depreciation account is debited for the depreciation total;
- ② the specific asset account is credited for the original capitalization amount;
- ③ the Proceeds account is debited for the amount of the sale or salvage amount;
- ④ the Gain/loss account is credited if there was a gain, debited if there is a loss.

1 Getting Started

To start Fixed Assets, select “Fixed Assets” from the Accounting menu column. The Fixed Assets main menu is displayed. From this menu, perform the following functions in the order specified below:

1. Gather and assembled the information for each asset in the format necessary for entry into the system. Please refer to the IRS Publication 534 for questions you can have on the tax laws for depreciation. Because these laws are continuously changing, it is important to keep an updated copy of this publication.
2. Set up your company options for Fixed Assets. This includes defining the asset categories and conventions. You must define at least one category prior to creating your asset masters. Refer to the section, “Setting up your Company,” for more information.
3. Set up your depreciation accounting periods. Refer to the section, “Setting up your depreciation accounting periods” for more information.
4. Establish G/L codes to provide a relationship between Fixed Assets and General Ledger. (G/L codes are related to, but are different from the general ledger chart of account numbers.) This is especially important if you are interfacing with General Ledger. The purpose of the G/L codes is to group assets together with the same general ledger chart of account number used for debits and credits when depreciation is posted.

Use of the G/L codes gives you a simple way of tying depreciation amounts into your General Ledger, without having to enter the general ledger account numbers for each asset. A report of assets by G/L code can be printed by selecting “Asset recap reports” from the Reports menu column.

Refer to the section, “Defining G/L codes” for a detailed description of each field.

5. Set up asset master file information. By selecting “Asset Acquisition,” you are prompted for the required data for all assets. Each field is defined in the section, “Defining Assets” of this manual.

2 The Maintenance Menu Column

From the Maintenance menu column you can

- Define each asset
- Change the definition or method of depreciation of any asset
- Define G/L codes and the corresponding general ledger chart of accounts for automatic depreciation and retirement transaction posting
- Define your depreciation periods
- Establish category codes, mid-year convention default and other pertinent information relating to the company for which you are processing

2.1 Defining assets

Each asset in your business must be identified separately, specifying the asset type and the method you want to use to depreciate it. Depreciation calculations and reporting are based on the information found in the asset definition.

To add an asset or change the existing data for an asset on file, select “Asset Acquisition” from the Maintenance menu column. Each asset is identified by an asset number. The asset number consists of three parts: a 14 character unique identifier, a four character division code, and a four character department code. If you enter an asset number that already exists, the information for that asset is displayed on the screen and is available for any changes. When defining a new asset, you must assign a unique number to that asset.

Asset Acquisition window

Asset #: Assign a number to each asset. The asset number consists of 22 character positions broken into three parts: a 14 character identifier code, a four character division code, and a four character department code. If a division or department is not needed for this asset, you can press <Return> to leave these sections of the **Asset #** field blank.

You can use the “Find” shortcut to search for the desired asset by description, or numerically by a portion of the asset number.

Description: Optional. Enter up to four lines of 30 characters each for the asset description. The first line of the description is used for all alphabetical search functions. Press <Return> to leave this field blank.

G/L code: Enter the valid three character G/L code for this asset as set up via the “G/L codes” menu selection. The G/L code description is automatically displayed. You can also use the “Find” shortcut to display a list of previously defined codes.

The G/L code identifies the general ledger account numbers used to track depreciation expense, accumulated depreciation and retirement distribution for each asset.

Location: Optional. Enter the location code for this asset. You can enter up to five characters in this field. Note that this entry is case sensitive. If you are using the **Units of Production** depreciation method for any assets, you can depreciate a group of like assets at the same time by assigning those assets the same location number. Please see the section, “Entering Location Units of Production transaction,” for more information on processing depreciation by location. Press <Return> to leave this field blank.

Status: Enter the appropriate status code for this asset. The valid choices are:

- 1 New when purchased or acquired
- 2 Used when purchased or acquired
- 3 Disposed of or permanently withdrawn from use in your business or in the production of income
- 4 Fully depreciated but the asset is still in use
- 5 Fully expensed or written off as an expense
- 6 Non-depreciated, no depreciation expense is connected with this asset, asset does not decrease in value with time

Codes **1** and **2** are the only valid codes to be considered for depreciation calculation. The system automatically changes **Status** to **3** when the asset is retired. Codes **4**, **5**, and **6** are for information only and must be manually entered when applicable.

Category: Enter a valid category number for this asset. Up to nine different asset categories are defined via the “Company” function in the Maintenance menu column. This is a required field. The category description automatically displays once the category number is entered.

Cap date: Enter the capitalization date for this asset. The capitalization date is the date the asset is placed in service and recorded on the company books. Press <Return> to accept the current system date as the default value.

Cap amount: Enter the capitalization amount for this asset. The capitalization amount is the amount paid for the asset or the value of the asset recorded on the capitalization date above. Press <Return> to enter the default value, **.00**.

Salvage amt: Enter the salvage amount expected for this asset. The salvage amount is the estimated value of the asset at the end of its useful life. The salvage amount may be used in the depreciation calculation of an asset, depending on the depreciation code entered. See Appendix A for more information regarding the salvage value coding.

Last depr: Enter the date that this asset was depreciated last. This field is automatically updated each time depreciation transaction posted. Press <Return> to accept **0/00/0000** as the default value.

ITC amount: If the investment tax credit (ITC) applies to this asset, enter the amount. If no ITC applies, press <Return> to accept the default value, **.00**.

Units life: If you are using the **Units of Production** method of depreciation, enter the estimated life of the asset in terms of production units. If you are not using the **Units of Production** method of depreciation, leave this and the following three fields blank.

For example, suppose you have a machine that produces widgets. This machine is expected to produce 100,000 widgets during its life, but those widgets can be produced in 5 years or it can take 20 years. So this machines life is measured in units.

Units depr: If you are using the **Units of Production** depreciation method and you are measuring the asset's life in units rather than years, enter the units which have been depreciated. Press <Return> to leave this field blank.

Last perd units: If you are using the **Units of Production** depreciation method, enter the number of units that were depreciated in the last period or press <Return> to leave this field blank.

YTD units: If you are using the **Units of Production** depreciation method, enter the number of units that have been depreciated year to date. Press <Return> to leave this field blank.

Retire date: Enter the date this asset was retired, if applicable. If the asset is still in use, press <Return> to automatically enter **0** in the **Retire code** field and **00/00/0000** in the **Retire date**. This field is updated by the system when retirement transactions are posted based on the information entered in the retirement transaction.

Retire code: Enter the appropriate retirement code for this asset. This field is updated automatically at the time retirement transactions are posted based on the information entered in the transaction. Your choices are:

- 0** Not retired
- 1** Abandoned
- 2** Without disposition
- 3** Cash sale
- 4** Trade in
- 5** Involuntary conversion
- 6** Tax free incorporation

Proc/salvage: Enter the amount of proceeds or salvage amount received for the retirement of the asset. This field is automatically updated during the post of the retirement transactions based on the information entered. If you are defining a new asset, press <Return> to enter the default value, **.00**.

Depreciation Info window

The following fields are applicable for both *Book* and *Tax* purposes. *Book* is defined as the monthly depreciation generated for your company's use in financial reporting and *Tax* as one of the methods or calculating depreciation for income tax purposes.

Depreciation method: Enter the code for the depreciation method you want to use for this asset. (See Appendix A for a list of the depreciation method code choices). You must define a depreciation method code for *Book* and optionally can define up to five additional *Tax* methods. This allows you to compare *Book* against five different *Tax* depreciation methods.

The depreciation method code is divided into four parts. Each of the first three positions allow you to change defaults for changing to Straight Line method, use of the salvage amount in calculation, and the first year recovery period for new assets. The last two positions is the actual depreciation method code. A detailed description of the parts and list of the depreciation method codes is available in Appendix A.

Life in years: Enter the estimated useful life of the asset expressed in years. The maximum entry is **99.9** years. Press <Return> to enter the default value, **.0**, if you are using the **Units of Production** method of depreciation.

Periods depreciated: Enter the total number of periods this asset has been depreciated thus far or press <Return> to enter the default value, **0**, for new assets.

Section 179 expense: Enter the amount that is allowed to be expensed, or written off as an expense, for this asset under Section 179. See IRS Publication 534 for additional information on Section 179 specifications.

Total accumulated depreciation: Enter the total amount that has been depreciated for this asset or press <Return> to enter the default value, **.00**, when defining new assets. This field is automatically updated when depreciation is posted through Down To Earth.

YTD depreciation: Enter the total year-to-date depreciation amount for this asset or press <Return> to enter **.00** when defining new assets. This field will be updated automatically each time depreciation is calculated and posted in Down To Earth.

Last period depreciation: Enter the amount depreciated in the last period or press <Return> to enter **.00** as the default value when defining new assets.

Double Declining to Straight Line date: If the depreciation method has been changed from **Double Declining Balance** to **Straight Line**, the date this change occurs is entered by the system. For initial entry of an asset, press <Return> to enter the default value, **00/00/0000**.

2.2 Defining G/L codes

Select "G/L codes" from the Maintenance menu column to assign a G/L code and define the general ledger accounts associated with it. The G/L code identifies the

general ledger account numbers to track depreciation expense, accumulated depreciation, and retirement distribution for each asset. Like assets are then assigned the same G/L code. (The general ledger distribution created from the G/L code's associated account numbers is written to an interface file when depreciation and retirement transactions are posted.)

Select "G/L codes" to display the G/L Code Maintenance window.

G/L Code Maintenance window

G/L code: Enter a three character code to be used when defining assets. You must enter a different G/L code for each depreciation expense, accumulated depreciation, and retirement account number combination to be used for distribution. Several assets can be assigned the same G/L code if the depreciation should be distributed to the same set of general ledger account numbers.

If you're using this menu entry to change a previously entered G/L code, you can use the "Find" shortcut to display a list of valid codes and descriptions.

Description: Enter up to a 25 character description of the G/L code you are defining.

Debit account: Enter the general ledger account number to be used for depreciation expense when depreciation is calculated. You can use the "Find" shortcut to search for the desired general ledger account by its description or by a portion of its code.

Div: Press <Return> to enter the default, **Yes**, and use the division code assigned as the second section of the asset number as the division code for the general ledger depreciation expense account. Enter **No** if you do not want the division code of the asset number to be used in the depreciation distribution.

Dept: Press <Return> to enter the default, **Yes**, and use the department code assigned as the third section of the asset number as the department code for the general ledger depreciation expense account. Enter **No** if you do not want the department code of the asset number to be used in the depreciation distribution.

Credit account: Enter the general ledger account number to be credited for the accumulated depreciation when the depreciation is calculated. Note that this account is also debited with the accumulation total when an asset retirement transaction is posted. You can use the "Find" shortcut to search for the desired general ledger account by its description or by a portion of its code.

Div: Press <Return> to enter the default, **Yes**, and use the division code assigned as the second section of the asset number as the division code for the general ledger accumulated depreciation account. Enter **No** if you do not want the division code of the asset number to be used in the depreciation distribution.

Dept: Press <Return> to enter the default, **Yes**, and use the department code assigned as the third section of the asset number as the department code for the general ledger accumulated depreciation account. Enter **No** if you do not want the department code of the asset number to be used in the depreciation distribution.

Asset acct: Enter the general ledger account number to be used for the credit distribution when retiring the asset. The Capitalization amount (**Cap amount** field value of the asset master) is the distribution amount used for this part of the retirement distribution. You can use the “Find” shortcut to search for the desired general ledger account by its description or by a portion of its code.

Div: Press <Return> to enter the default, **Yes**, and use the division code assigned as the second section of the asset number as the division code for the general ledger asset account. Enter **No** if you do not want the division code of the asset number to be used in the depreciation distribution.

Dept: Press <Return> to enter the default, **Yes**, and use the department code assigned as the third section of the asset number as the department code for the general ledger asset account. Enter **No** if you do not want the department code of the asset number to be used in the depreciation distribution.

Proceeds acct: Enter the general ledger account number to be debited with the proceeds or salvage amount from the retirement of the asset. You can use the “Find” shortcut to search for the desired general ledger account by its description or by a portion of its code.

Div: Press <Return> to enter the default, **Yes**, and use the division code assigned as the second section of the asset number as the division code for the general ledger proceeds account. Enter **No** if you do not want the division code of the asset number to be used in the depreciation distribution.

Dept: Press <Return> to enter the default, **Yes**, and use the department code assigned as the third section of the asset number as the department code for the general ledger proceeds account. Enter **No** if you do not want the department code of the asset number to be used in the depreciation distribution.

Gain/Loss acct: Enter the account number to be used to record a gain or loss when an asset is retired. This account is credited if the retirement produces a gain and debited for a loss. You can use the “Find” shortcut to search for the desired general ledger account by its description or by a portion of its code.

Div: Press <Return> to enter the default, **Yes**, and use the division code assigned as the second section of the asset number as the division code for the general ledger Gain/Loss account. Enter **No** if you do not want the division code of the asset number to be used in the depreciation distribution.

Dept: Press <Return> to enter the default, **Yes**, and use the department code assigned as the third section of the asset number as the department code for the general ledger Gain/Loss account. Enter **No** if you do not want the department code of the asset number to be used in the depreciation distribution.

When the data you’ve entered in this window is correct, press <Return> to complete your input and write the record to the data file. Down To Earth clears the window so you can enter the next G/L code and associated accounts. When you’re finished entering accounts, use the “Exit window” shortcut from the first field of entry to return to the Maintenance menu column.

2.3 Defining depreciation periods

To define the depreciation periods for the company into which you are logged, select “Depreciation periods” from the Maintenance menu column. Your depreciation accounting year can consist of 12 or 13 periods; the 12 months of the year, or 13 periods of four weeks each. The depreciation periods are usually the same as your company’s fiscal year.

Period Maintenance window

Number of periods: Enter the number of depreciation periods defined for this company. The number of accounting periods is usually 12 or 13 and must remain the same throughout the current fiscal year. This field value is used when calculating the monthly depreciation and must be accurate.

Current period: The number of the current accounting period is displayed in this field if the accounting periods have already been defined for the company you are processing. If the accounting periods have not been defined, enter the number of the current accounting period.

If you are entering the accounting periods at the beginning of the fiscal year, the current period is period **1**. If you are entering the accounting periods in the middle of the fiscal year, specify which accounting period is the current period.

The current period is automatically updated when you post depreciation transactions. Therefore, you only need to enter a value in this field when you first establish the depreciation periods for your company.

Starting: Enter the first date of the first period or press <Return> to enter the default value displayed. The accounting periods previously defined for the company you are processing are automatically displayed in this field.

Ending: Enter the date on which the first accounting period ends. The next Starting date will automatically be displayed based on your ending date. If the default value displayed is correct, press <Return> to enter that value.

Repeat the **Starting** and **Ending** dates for the remaining depreciation periods. If you do not have a period 13, enter **0** for the **Starting** and **Ending** period dates. Be sure to verify the correct dates for each period, including leap year.



NOTE: The period information entered in this window is a separate period file from the accounting periods defined in General Ledger. The Fixed Assets periods are defined as depreciation periods, not accounting periods, though they both can have the same dates.

When you are satisfied with the data you entered in this window, press <Return>. Down To Earth clears the window and returns to the Maintenance menu column.

2.4 Setting up your company

Before using Fixed Assets, you must determine exactly how your company plans to process its assets. There are several options to define when setting up your company that determine how the Fixed Assets application will function. You define up to 9 category codes with a description up to 10 characters long. You enter the last date assets were depreciated, first year depreciation convention default value, the mid year date to utilize for first year conventions, and if you want the detail of the distribution to be written to the distribution file or just a summary.

To set up your company, choose “Company” from the Maintenance menu column. The Company Maintenance window is displayed.



NOTE: If you will be using the Fixed Assets application for more than one company, you must enter this information for each company.

Company Maintenance window

Company code: The code of the company you’re currently processing is displayed in this field.

Category 1-9: You have the option to set up nine different asset categories. Enter a description, up to 10 characters, next to each category code.

You will be prompted for a category number when entering the asset master information in to the system via the “Asset acquisition” function. Categories give you a means of grouping assets together for management and reporting. An example of categories could be computers, vehicles, real estate, or heavy machinery. The reporting of assets by category is printed by selecting “Asset Recap Report” from the Reports menu column.

Last depr date: Enter the date your assets were last depreciated. This field is updated each time depreciation is posted. If you have never depreciated any assets, press <Return> to enter the default value, **00/00/0000**.

Year 1 convention: Define the default value for calculating the first year’s depreciation of newly acquired assets.

When an asset is acquired in the middle of an accounting year, it is not necessary to compute depreciation expense to the nearest day or week. Since depreciation is based upon the estimated useful life of many years, the depreciation of any one year is only an approximation. For additional information on conventions, see IRS Publication 534.

Valid convention codes are as follows:

F		Full month
W		Whole year
M	-	Mid-month
Q	-	Mid-quarter

Y	-	Mid-year
D	-	Actual Date

As an example, **Mid-year** convention records six months' depreciation on assets acquired during that year. If your depreciation periods are defined as the calendar year, you placed an asset in service on March 1, and the default (and asset master) are defined as **Mid-year**, the asset would not calculate any depreciation until the **Mid-year date** indicated in the following field. With the same circumstances and **Year 1 convention** defined as **Mid-month**, the depreciation would calculate for half of March and for the remaining months of the year.



NOTE: The company wide default value is defined here, however, each individual asset can be defined with a unique **Year 1 convention** in the third position of the depreciation code, referred to as **Recovery period**. See Appendix A for a diagram and options for the complete five digit depreciation code, including the first year convention.

Mid-year date: Enter the mid-year date of your depreciation accounting periods (normally the same as your fiscal year). For example, if your accounting periods are based on the 1998 calendar year, the mid-year date would be 07/01/98. If your 1998 fiscal year runs from July 1 through June 30, the mid-year date would be 01/01/99.

Detail to G/L: Specify whether you want to post detailed or summary information to General Ledger when interfacing. To post detail, select **Yes**. The asset description, asset number, posting date, general ledger account numbers, and depreciation amounts for each asset will be posted to the distribution file and transferred to General Ledger when interfaced.

To post summary information to General Ledger, select **No**. The distribution file and any reports will only include the depreciation total, posting date, and general ledger account totals by account number. No detail of the assets that make up the summary amount is available.



NOTE: If you are using the General Ledger application, you also have the options to summarize distribution transactions and create a subledger entry when interfacing to General Ledger. This field does not affect the status of the chart of accounts number that has been defined to post to the subledger file and interface to General Ledger in a summary transaction. The distinction of the chart of accounts definition takes precedence over this option. It is a separate function and controlled by the specific chart of accounts record in the **glchrt** file.

3 The Transaction Menu Column

From the Transaction menu column, you can enter, proof, and post

- ↳ · Enter retirement transactions
- ↳ · Proof retirement transactions
- ↳ · Post retirement transactions

3.1 Entering asset retirement transactions

Asset retirement transactions record the retirement of an asset by updating the retirement code, date, and salvage value or proceeds. Retirement can occur for a variety of reasons such as sale, trade, abandonment, involuntary conversion, or incorporation through liquidation or reorganization. All retirement transactions must be posted to ensure that depreciation will not continue on a given asset.



NOTE: All retired assets for the current period must be entered and posted before period depreciation is processed. Failure to do so will result in an inaccurate calculation of current depreciation.

If depreciation is calculated on a retired asset: If depreciation is calculated on a retired asset and the depreciation calculation **is not** posted, the depreciation file can be cleared, the asset retirement transaction posted, then depreciation re-calculated. If the depreciation **is** posted in error for a retired asset, change the (retired) asset master depreciation information back to the values that should have been via “Asset Acquisition” in the Maintenance menu column.. Also, reverse the depreciation calculated in error as a journal entry in General Ledger. Then retire the asset by entering a transaction via “Enter retirement trx” in the Transaction menu column.

General Ledger distribution created: Down To Earth automatically records the general ledger distribution to the Accumulated depreciation, Proceeds, specific asset, and Gain/loss account numbers when the retirement transaction is posted. . When an asset is retired, the following distribution is created:

- ✓ the Accumulated depreciation account is debited for the depreciation total
- ✓ the specific asset account is credited for the original capitalization amount
- ✓ the Proceeds account is debited for the amount of the sale or salvage amount
- ✓ the Gain/loss account is credited if there was a gain, debited if there is a loss.

Retired assets masters remain on file until you purge them via “Purge retired assets” selection of the Miscellaneous menu column. In addition, the Asset list, FA register,

Asset recap, and Depreciation history reports can optionally include retired assets or by default, exclude all assets marked as retired.

Select "Enter retirement trx" from the Transaction menu column to enter retirement transactions.

Asset Retirement window

Asset #: Enter the assigned number for the asset that is to be retired. You can also use the "Find" shortcut to search for the correct asset number by asset description or by a portion of the asset number itself.

Description: The asset description automatically displays for verification. This is a display-only field.

Code: Enter the appropriate retirement code to indicate how the asset was retired. The choices are:

- 1 Abandoned - The asset was removed from service and abandoned. This normally indicates that no salvage value or proceeds from sale will be recorded.
- 2 W/O Disposition - The asset is no longer in service and has not actually been disposed of, but an estimated proceeds-from-sale entry can be desired.
- 3 Cash Sale - The asset was sold and proceeds were received.
- 4 Trade-in - The asset was traded in for another asset. There can have been proceeds involved, as well.
- 5 Involuntary Conversion - The asset is compulsory or involuntarily removed from service, as a result of theft, seizure, requisition, condemnation, or its destruction in whole or in part.
- 6 Tax Free Incorporation - The asset was acquired by another corporation in a tax-free liquidation or reorganization.

Date: Enter the date this asset will retire. Press <Return> to default to the current system date.

Salvage/Proceeds: If the asset was sold, enter the proceeds or salvage amount received. If there was no salvage or proceed amount, press <Return> to enter the default value, .00.

Reference: If the asset was traded in for another asset, you can use this 30 character reference field to record information concerning the new asset. To leave this field blank, press <Return>.

Under some of the ACRS and MACRS methods, depreciation is not permitted for a portion of the year, or for the entire year, in which the asset is being retired. The system will therefore calculate an adjustment for both the *Tax* and *Book* depreciation for that year, if applicable, and display the adjustment in the fields as indicated

below. If this adjustment is in error, you can make a correction to the retirement transaction or the asset master information.

Depr adj (Book): The depreciation adjustment displays as indicated for the *Book* depreciation method noted in the asset master.

Depr adj (Tax1) through (Tax5): The depreciation adjustment displays as indicated for the depreciation methods defined for the **Tax 1** through **Tax 5** fields in the asset master.

When you're sure the data in the preceding fields is correct, press <Return> to process your transaction and clear the Asset Retirement window, ready for another retirement transaction entry. If you're finished entering transactions, use the "Exit window" shortcut to display the Transaction Menu Column.

3.2 Printing the retirement transaction proof list

We suggest that you print a list of the retirement transactions that will be posted according to your unique ID and that you proof this list before you post the transactions. (See the "General Concepts" chapter of this manual for more information about unique Ids.) To print this list, select "Proof retirement trx" from the Transaction menu column.

If there are any corrections to be made to the transaction, you can select "Enter retirement trx" again, enter the asset number to access the existing retirement transaction, and make the necessary changes. Adjustments for incorrect depreciation shown on the Proof list require changes to the asset master by selecting "Asset Acquisition" from the Maintenance menu column. Once the asset master is correct, reprint the proof list.

When you select "Proof retirement trx," the Print Option menu column is pulled down. From the Print Option column, choose where you want to send the listing.

3.3 Posting retirement transactions

To post transactions according to your unique ID, select "Post retirement trx" from the menu column. We strongly recommend that you print a proof list of the retirement transactions by selecting the "Proof retirement trx" menu entry prior to posting transactions. Transactions cannot be altered once they are posted.

In addition to updating the Asset master, Down To Earth automatically records the general ledger distribution to the Accumulated depreciation, Proceeds, specific asset, and Gain/loss account numbers when the retirement transaction is posted. When an asset is retired, the following distribution is created:

- ✓ the Accumulated depreciation account is debited for the depreciation total
- ✓ the specific asset account is credited for the original capitalization amount
- ✓ the Proceeds account is debited for the amount of the sale or salvage amount

- ✓ the Gain/loss account is credited if there was a gain, debited if there is a loss.

When you post the retirement transactions, Down To Earth prints a Posting Register. From the Print Option column, choose where you want to send the Posting Register. Once the register is printed, posting will continue automatically and update the asset master, record the retirement date, and update the general ledger distribution file. After all retirement transactions are posted, you can calculate depreciation transactions for the period.

If you have an error: Any errors in retirement transactions that occur can cause the post to abort. Those errors are identified on an error listing that automatically prints with the same Print Option that was chosen for the posting register. The list will tell you the asset number and the error that applies. You must correct the error then start the post again. Possible errors include, if a General ledger account number used in the transaction is not on file, or if the date of the transaction is not within a open depreciation period.

Retirement transactions too late: All retirement transactions must be posted prior to the calculation of depreciation for the depreciation period. If asset depreciation is calculated in error after the true retirement date, adjustments must be made to the asset master and general ledger distribution.

- ✓ Reduce the accumulative depreciation for *Book* and *Tax* depreciation codes by the depreciation amount posted in error
- ✓ Correct the **Last depr** (date) field in the asset master.
- ✓ Reverse the general ledger accounts affected by the incorrect depreciation with adjusting journal transactions in the General Ledger application.
- ✓ Enter and post a retirement transaction.

Retirement transactions too early: If an asset is retired in error before it should be, you must adjust the asset master retirement information and enter adjusting general ledger journal entries to account for the retirement distribution created.

- ✓ Enter **00/00/0000** for the retire date, **0** for the retire code and **.00** as the proceeds/salvage amount in the asset master. This will ensure future depreciation calculations.
- ✓ Setting back the **Last depr** (date) field in the asset master to the past period provides the system with a retroactive depreciation date. This retroactive depreciation is included the next time depreciation is calculated. Please note that retroactive depreciation is based on daily depreciation multiplied by the number of days since the last depreciation.
- ✓ Verify the general ledger distribution created by the retirement transaction and enter a reversing journal entry in the General Ledger application. Posting a retirement transaction creates distribution to the Accumulated depreciation, Proceeds, specific asset, and Gain/loss account numbers.

4 The Depreciation Menu Column

From the Depreciation menu column, you can

- · Automatically calculate assets depreciation
- · Proof depreciation calculation
- · Post depreciation calculation
- · Process Units of Production and Machine Hours methods
- · Clear the depreciation transaction file

4.1 Calculating asset depreciation

Select “Enter depreciation” from the Depreciation menu column to automatically calculate the depreciation for all active (not retired) assets. You are not required to enter any information, the depreciation transactions are automatically created on all active assets and written to a file available to print a proof list, then post the transactions.

As part of the post process, the last depreciation date carried in both the asset master and the company definition is updated eliminating the possibility of accidentally processing multiple depreciation transactions for the same period.

An error message is displayed if depreciation transactions exist in the transaction file when “Enter depreciation” is chosen. These transactions are previously calculated depreciation transactions not yet posted. You must to post these transactions before you can process additional depreciation transactions.



NOTE: You must enter and post all asset retirement transactions prior to entering depreciation transactions for the same period. Failure to do so will result in an inaccurate calculation of current depreciation.

If depreciation is calculated on a retired asset: If this does occur and the depreciation calculation **is not** posted, the depreciation file can be cleared, the asset retirement transaction posted, then depreciation re-calculated. If the depreciation **is** posted for a retired asset, change the (retired) asset master depreciation information back to the values that should have been via “Asset Acquisition” in the Maintenance menu column.. Also, reverse the depreciation calculated in error as a journal entry in General Ledger. Then retire the asset by entering a transaction via “Enter retirement trx” in the Transaction menu column.

Units of Production/Machine Hours: Although depreciation for most assets will be processed by calculating and posting depreciation, assets set up under the **Units of Production** and **Machine Hours** methods must use a different process. Depreciation for these two types of assets must be processed and posted separately. See the section, “Entering units of production or machine hours transactions” for information on these methods of calculating depreciation. To depreciate assets via this menu selection, do not use the **Unit of Production** or **Machine Hours** depreciation methods when defining assets.

Depreciation calculation errors: Once the system has created the depreciation transactions, print a proof list to verify the depreciation calculation is correct. If there are any errors, you must clear the depreciation file (via “Clear depreciation trx file” in the Depreciation menu column) and enter the corrections. Corrections could be a result of invalid data in the asset master (via “Asset Acquisition”), depreciation period (via “Depreciation periods”), or company (via “Company”) selections of the Maintenance menu column. Possible errors include:

- ✓ Number of accounting periods is the same as the actual accounting periods defined. If you are processing 13 periods, you must have a value of 13 in the **Number of periods** field.
- ✓ The **Total accumulated depreciation** has not exceeded the **Cap amount** field value.
- ✓ That the asset has not been marked as retired (in error).
- ✓ If the asset is new, verify the Recovery period value is defined for depreciation calculation at this time.

After all corrections are complete, re-enter depreciation, print another proof list to verify changes, and post the transactions.

Posting results: Upon posting the transactions, accumulative depreciation amounts are updated in the asset master and depreciation amounts are written to a distribution file to be interfaced with General Ledger at a later date. The last depreciation date retained by the system (displayed in the “Company” selection of the Maintenance menu column) is also updated to the ending date of the period for which the depreciation was just posted and the **Current period** field in the “Depreciation periods” selection is revised.

4.2 Printing the depreciation transaction proof list

We suggest that you print a list of the depreciation calculations that will be posted according to your unique ID and that you proof this list before you post the transactions. (See the “General Concepts” chapter of this manual for more information about unique IDs.) To print this list, select “Proof depreciation trx” from the Transaction menu column.

If there are any errors, you must clear the depreciation file and enter the corrections to the asset master (via “Asset Acquisition”), depreciation period (via “Depreciation periods”), or company (via “Company”) in the Maintenance menu column, depending on the nature of the error.

When you select “Proof depreciation trx,” the Print Option menu column is pulled down. From the Print Option column, choose where you want to send the listing.

4.3 Posting depreciation transactions

To post transactions according to your unique ID, select “Post depreciation trx” from the menu column. We strongly recommend that you print a list of the depreciation calculations using the “Proof depreciation trx” menu entry and that you proof this list before you post your transactions. Transactions cannot be altered once they are posted.

When you post the depreciation transactions, Down To Earth prints a Posting Register. From the Print Option column, choose where you want to send the Posting Register.

Posting results: Upon posting the transactions, accumulative depreciation amounts are updated in the asset master and depreciation amounts are written to a distribution file to be interfaced with General Ledger at a later date. (A report of those distributions can be printed at any time by selecting “F/A to G/L distribution” from the Reports menu column.) The last depreciation date retained by the system (displayed in the “Company” selection of the Maintenance menu column and Asset master) is also updated to the ending date of the period for which the depreciation was just posted and the **Current period** field in the “Depreciation periods” selection is revised.

4.4 Entering Units of Production/Machine Hours transactions

Assets that use the **Units of Production** or **Machine Hours** depreciation methods but do not have the same location code, are depreciated by selecting “Units of production/machine hrs entry” from the Depreciation menu column. Assets that use the **Units of Production** or **Machine Hours** depreciation methods and are defined with the same location code, are processed via “Location Units of Production” selection.

Formulas used: The Units life information required to create the depreciation transactions can be adjusted or reset in the asset master. The formula used to calculate **Units of Production** or **Machine Hours** depreciation amount is:

$$\text{Cap amount} \times \text{Current units} / \text{Remaining units} = \text{Depreciation amount}$$

In the preceding formula, the **Cap amount** is defined as the capitalization amount or the amount of value of the asset and the **Current units** are the amount of units for the current depreciation period. There are two ways to calculate the **Remaining Units**.

- ① If units are entered in the **Reset life** field, they become the units used as **Remaining units** in the depreciation calculation formula.
- ② Entering a quantity of units in the **Adjust life** field offers a different method of calculating the **Remaining units** in the depreciation formula:

$$\text{Units life} - \text{Units depr} \pm \text{Adjust life (units)} = \text{Remaining units}$$

The **Units life** and **Units depr** are defined as the number of production units expected over the life of the asset and the number of units already depreciated, respectively. Both fields are defined by selecting “Asset acquisition” from the Maintenance menu column.

For example, assume the following information applies to one of your assets:

Units life = 100,000
Units depr = 20,000
Current Units = 5,000
Cap amount = \$75,000

If 95,000 units are entered in the **Reset life** field, the total depreciation would equal \$3947.36. If 10,000 units are entered in the **Adjust life** field, the total depreciation is \$4166.66.

Current Units of Production window

Asset #: Enter the assigned number for the asset to be depreciated. You can use the “Find” shortcut to search for the desired asset by asset description or by a portion of the asset number.

Description: The asset description automatically displays for verification. This is a display only field.

Date: Enter the date designated as the depreciation date or press <Return> to default to the current system date.

Current units: Enter the current period units to be used in the depreciation formula described above. Current units are defined as the number of units produced during the current period that will be subtracted from the lifetime units of the asset.

Adjust life: Enter an optional adjustment in units, positive or negative, to the life expectancy of the asset. The number of units entered in this field will be added or subtracted from the **Units life** field in the asset master. The number of units entered in this field is also used in the depreciation formula described above. Press <Return> if no adjustment applies or if you want to reset the **Units life** of the asset in the **Reset life** field.

Reset life: Enter the number of units to use as the new **Units life** in the asset master and in the depreciation formula as described above. The number of units entered here will replace the **Units life** previously entered in the asset master. Press <Return> if you do not want to reset the life units.

Pressing <Return> in both the **Adjust life** and **Reset life** fields will calculate the depreciation using the **Units life - Units depr** from the asset master as the remaining units.

Once you have entered the necessary data, press <Return> to return to the Current Units of Production window to add more asset transactions. Once you have finished entering all transactions, use the “Exit window” shortcut to return to the Depreciation menu column.

4.5 Entering units of production transactions by location

For assets using the **Units of Production** or **Machine Hours** depreciation methods and have been set up to use the same location code, depreciation can be processed through “Location Units of Production.” Instead of prompting for the asset number, the location code is entered and all assets with that location code are processed using the same information for each asset. For example, if you have five assets with the same location code, the numbers entered in the **Current units**, **Adjust life**, and **Reset life** fields will be applied to each of the five assets.

Location Units of Production window

Location: Enter the location for assets identified as using the **Units of Production** or **Machine Hours** depreciation methods. Depreciation transactions will be created for all assets that use this location and either the **Units of Production** or **Machine Hours** method of depreciation.

Date: Enter the depreciation date for the transactions being created. Press <Return> to default to the current system date.

The entries in the following fields will apply to all the assets within the specified location. For example, if you have five assets with the same location code, the numbers entered in the **Current units**, **Adjust life**, and **Reset life** fields will be applied to each of the five assets.

Current units: Enter the current period units for each asset in this location. This entry will be used in the depreciation formula described in the section, “Entering Units of Production or Machine Hours transactions.” Current units are defined as the number of units produced during this period that will subtract from the life units of the asset.

Adjust life: Enter an applicable adjustment, positive or negative, to the life expectancy of each asset in this location. The number of units entered in this field will be added or subtracted from the **Units life** field in each asset master. The number of units entered in this field is also used in the depreciation formula described in the section, “Entering Units of Production or Machine Hours transactions.” Press <Return> if no adjustment applies or you want to change the asset master by using the next field, **Reset life**.

Reset life: Enter the number of units to replace the current **Units life** value in each asset master. This number will also be used in the depreciation formula as described in the section, “Entering Units of Production or Machine Hours transactions.” Press <Return> if you do not want to reset the life units.

Pressing <Return> in both the **Adjust life** and **Reset life** fields will calculate the depreciation using the **Units life - Units depr** from the asset master as the remaining units.

When you have entered the necessary data, press <Return> to return to the Location Units of Production window for additional locations. Once you have finished entering all locations, use the “Exit window” shortcut to return to the Depreciation menu column.

4.6 Clearing all depreciation transactions

If the depreciation transactions that print on the proof list are incorrect and you want to recalculate all depreciation, you can clear the depreciation transactions by selecting “Clear depreciation trx file” from the Depreciation menu column.

Enter the corrections to the asset master (via “Asset Acquisition”), depreciation period (via “Depreciation periods”), or company (via “Company”) in the Maintenance menu column. Possible errors include:

- ✓ Number of accounting periods is the same as the actual accounting periods defined. If you are processing 13 periods, you must have a value of 13 in the **Number of periods** field.
- ✓ The **Total accumulated depreciation** has not exceeded the **Cap amount** field value.
- ✓ That the asset has not been marked as retired (in error).
- ✓ If the asset is new, verify the Recovery period value is defined for depreciation calculation at this time.

After all corrections are complete, re-enter the depreciation, print another proof list to verify changes, and post the transactions.

Clear depreciation transactions window

Confirm: To abort this process press <Return> to enter the default value, **NO**. To confirm the process of clearing all depreciation transactions, type **YES** and press <Return>.

Press <Return> again to clear the data file and return to the Depreciation menu column.

5 The Reports Menu Column

From the Reports menu column you can

- ·Print a list of your asset masters
- ·Print a Fixed Assets Register to report depreciation for each asset
- ·Calculate depreciation comparison for the life of an asset using all available depreciation methods
- ·Recap the prior year, year to date, and accumulated depreciation for any asset by asset, G/L code, location, or category
- Report all asset depreciation transaction history
- ·Print reports in the print queue and reports formatted through the Down To Earth Report Writer

5.1 Printing an Asset List

Select “Asset list” from the menu to print all or a group of asset master definitions as currently defined through “Asset acquisition” in the Maintenance menu column. This report condenses all the information entered through “Asset acquisition,” printing three assets per page and provides the option to include retired assets.

Asset List window

Starting asset: Enter the number of the first asset that you want included in the asset listing. If you want the report to begin with the first asset on file, press <Return> to accept the default value, *, which is displayed in this field.

Ending asset: Enter the number of the last asset that you want to include in this report. If you want the report to end with the last asset on file, press <Return> to accept the default, *, which is displayed in this field.

To include all assets, enter the default value, *, in both this field and the **Starting asset** field.

Starting division: Enter the number of the first division that you want included in the asset listing. If you want the report to begin with the lowest division code on file, press <Return> to enter the default value, *.

Ending division: Enter the number of the last division that you want included in the asset listing. If you want the report to end with the highest division code on file, press <Return> to enter the default value, *.

To include all divisions, enter the default value, *, in both this field and the **Starting division** field.

Starting department: Enter the number of the first department that you want included in the asset listing. If you want the report to begin with the lowest department code on file, press <Return> to enter the default value, *.

Ending department: Enter the number of the last department that you want included in the asset listing. If you want the report to end with the highest department code on file, press <Return> to enter the default value, *.

To include all departments, enter the default value, *, in both this field and the **Starting department** field.

Starting cap date: Enter the first capitalization date assigned to assets you want to include on this report or press <Return> to enter the default date, **1/01/0001**, and start with the first capitalization date in the file.

Ending cap date: Enter the last capitalization date assigned to assets you want to include on this report. Press <Return> to enter the current system date as the default value.

Include retired assets: Press <Return> to enter the default value, **No**, and exclude all retired assets or select **Yes** from the option window displayed to include the retired assets.

Press <Return> to process the information you just entered and pull down the Print Option menu column. From the Print Option column, choose where you want to send the Asset listing.

5.2 Printing G/L codes

Select “G/L codes list” from the menu to print all the G/L codes and corresponding account numbers entered through “G/L codes” in the Maintenance menu column. The G/L code, its description, and the depreciation debit and credit and retirement accumulated depreciation, proceeds, specific asset, and gain/loss account numbers.

The Print Option menu column will automatically display. From the Print Option column, choose where you want to send the G/L codes report.

5.3 Printing the Fixed Asset Register

This report shows the information needed to figure each asset’s depreciation for the tax year and details all information concerning the individual assets on file. This report should be run at the close of the fiscal year, including all retired assets, but before “End of the year clearing” is selected from the Miscellaneous menu column. Used in this manner, it will contain all necessary records for tax purposes for the entire year.

Fixed Asset Register window

Include retired assets: Press <Return> to enter the default value, **No**, and exclude all retired assets or select **Yes** from the option window displayed to include the retired assets. If utilizing this report for your fiscal year end, you should include retired assets. To exclude retired assets from previous years, you must also select “Purge retired assets” from the Miscellaneous menu column and purge prior year’s retired assets. Be careful not to purge retired assets from the current processing year.

Press <Return> to process the information you just entered and pull down the Print Option menu column. From the Print Option column, choose where you want to print the Fixed Asset Register.

5.4 Printing the Depreciation Methods Comparison Report

Select “Depreciation methods comparison” from the menu to print a report comparing multiple asset depreciation method codes for the entire life of the asset. The asset information entered for this report does not have to exist on any current asset master. All the necessary information to predict an accurate report is prompted prior to calculating the report. The detail of year by year depreciation will be printed with up to six depreciation methods compared at one time. You will be prompted for:

- ✓ the asset description (report information only)
- ✓ the acquisition date
- ✓ the capitalization amount
- ✓ salvage amount, if any
- ✓ Investment Tax Credit (ITC) amount, if applicable
- ✓ the depreciation method code (see appendix A for a complete list of depreciation method codes available)
- ✓ the life of asset
- ✓ Section 179, if applicable

This report will assist you in choosing from the various depreciation methods for *Tax* and *Book* purposes while detailing the effect on earnings throughout the life of the asset.

Depreciation Methods Comparison Report window

Asset description: Enter up to 24 character asset description used for this report only. This description is not required to match an existing asset description. Press <Return> to leave this field blank, however, no asset description is printed on the report heading.

Acquisition date: Enter the date the asset was (or will be) acquired. Although you can press <Return> to enter the current system date, remember many depreciation

methods are based on the date the asset was acquired and an accurate acquisition date is required for reliable depreciation comparison.

Capital amount: Enter the amount you want to use as the capitalization dollar amount, which is the amount paid for the asset. The value **.00**, is displayed as the default.

Salvage amount: Enter the estimated amount of salvage value you will receive when the asset is retired. Press <Return> to enter the default value, **.00**.

ITC amount: Enter the amount of Investment Tax Credit (ITC) to be used in the depreciation calculation. Press <Return> to enter the default value, **.00**.

Method: Enter up to six digits of depreciation method codes as described in Appendix A. The depreciation method code consists of when to change from a declining balance to straight line (first digit), whether to use the salvage value when computing depreciation (second digit), the recovery period start (third digit), and the type of depreciation (fourth and fifth digits). Pressing <Return> will enter **0**.

Life: Enter the corresponding asset life span in years for each depreciation code entered. For example a life of five and one half years is entered as **5.5**. Pressing <Return> will enter **0.0**.

Sec 179: Enter the amount allowed for Section 179. See IRS Publication 534 for additional information on Section 179 specifications. Press <Return> to enter the default value, **.00**, if no Section 179 allowance will be taken.

When you have entered the data for all the **Methods**, **Life** and **Section 179** fields you want, use the “Fill defaults” shortcut to enter the remaining fields default values and place the cursor on the information line.

Press <Return> to process the information you just entered and pull down the Print Option menu column. From the Print Option column, choose where you want to send the Depreciation Methods Comparison report.

5.5 Printing Asset Recap Reports

Select “Asset recap reports” from the menu to print a report that includes information on prior year, year-to-date, and accumulated depreciation for all assets. You have the option to print this report by asset number, G/L code, location, or category and if you want to include retired assets.

This report, which can be printed at any time, summarizes this information for both *Tax* and *Book* depreciation.

Asset Recap Report window

Report option: From the displayed selections list, choose one of the following options:

A	-	by Asset
G	-	by G/L code
L	-	by Location
C	-	by Category

Depending on the option you choose, you'll be prompted for a subset of the following fields.

Starting asset: Enter the number of the first asset that you want included in the Asset Recap report. If you want the report to begin with the first asset on file, press <Return> to accept the default value, *, which is displayed in this field.

Ending asset: Enter the number of the last asset that you want to include in this report. If you want the report to end with the last asset on file, press <Return> to accept the default, *, which is displayed in this field.

To include all assets, enter the default value, *, in both this field and the **Starting asset** field.

Starting division: Enter the number of the first division that you want included in the Asset Recap report. If you want the report to begin with the lowest division code on file, press <Return> to enter the default value, *.

Ending division: Enter the number of the last division that you want included in this report. If you want the report to end with the highest division code on file, press <Return> to enter the default value, *.

To include all divisions, enter the default value, *, in both this field and the **Starting division** field.

Starting department: Enter the number of the first department that you want included in the Asset Recap report. If you want the report to begin with the lowest department code on file, press <Return> to enter the default value, *.

Ending department: Enter the number of the last department that you want included in the Asset Recap report. If you want the report to end with the highest department code on file, press <Return> to enter the default value, *.

To include all departments, enter the default value, *, in both this field and the **Starting department** field.

Starting G/L code: Enter the number of the first G/L code (not the General ledger account number) that you want included in the Asset Recap report. If you want the report to begin with the lowest G/L code on file, press <Return> to enter the default value, *.

Ending G/L code: Enter the number of the last G/L code that you want included in the Asset Recap report. If you want the report to end with the highest G/L code on file, press <Return> to enter the default value, *.

To include all G/L codes, enter the default value, *, in both this field and the **Starting G/L code** field.

Starting location: Enter the number of the first location that you want included in the Asset Recap report. If you want the report to begin with the lowest location code on file, press <Return> to enter the default value, *.

Ending location: Enter the number of the last location that you want included in the Asset Recap report. If you want the report to end with the highest location code on file, press <Return> to enter the default value, *.

To include all locations, enter the default value, *, in both this field and the **Starting location** field.

Starting category: Enter the number of the first category that you want included in the Asset Recap report. If you want the report to begin with the lowest category code on file, press <Return> to enter the default value, 0.

Ending category: Enter the number of the last category that you want included in the Asset Recap report. If you want the report to end with the highest category code on file, press <Return> to enter the default value, 9.

Include retired assets: Press <Return> to enter the default value, **No**, and exclude all retired assets or select **Yes** from the option window displayed to include the retired assets.

Press <Return> to process the information you just entered and pull down the Print Option menu column. From the Print Option column, choose where you want to send the Asset Recap report.

5.6 Printing Depreciation History Report

Select “Depreciation history” from the Reports menu column to print the distribution history of assets by division, department, and date. The format of this report is the same as the depreciation transaction posting register but includes all transactions for the specified date range.

Depreciation History Report window

Starting asset: Enter the number of the first asset that you want included in the Depreciation History report. If you want the report to begin with the first asset on file, press <Return> to accept the default value, * which is displayed in this field.

Ending asset: Enter the number of the last asset that you want to include in this report. If you want the report to end with the last asset on file, press <Return> to accept the default, * which is displayed in this field.

To include all assets, enter the default value, *, in both this field and the **Starting asset** field.

Starting division: Enter the number of the first division that you want included in the Depreciation History report. If you want the report to begin with the lowest division code on file, press <Return> to enter the default value, *.

Ending division: Enter the number of the last division that you want included in this report. If you want the report to end with the highest division code on file, press <Return> to enter the default value, *.

To include all divisions, enter the default value, *, in both this field and the **Starting division** field.

Starting department: Enter the number of the first department that you want included in the Depreciation History report. If you want the report to begin with the lowest department code on file, press <Return> to enter the default value, *.

Ending department: Enter the number of the last department that you want included in the Depreciation History report. If you want the report to end with the highest department code on file, press <Return> to enter the default value, *.

To include all departments, enter the default value, *, in both this field and the **Starting department** field.

Starting date: Enter the first transaction date to include on this report or press <Return> to enter the default value, **01/01/0001**.

Ending date: Enter the last transaction date to include on this report or press <Return> to enter the current system date.

Include retired assets: Press <Return> to enter the default value, **No**, and exclude all retired assets or select **Yes** from the option window displayed to include the retired assets.

Press <Return> to process the information you just entered and pull down the Print Option menu column. From the Print Option column, choose where you want to send the Depreciation History report.

5.7 Printing F/A to G/L Distribution Report

Select “F/A to G/L distribution” from the menu to print a list of the distribution entries generated by depreciation and retirement transactions. If you are interfacing to the Down To Earth general ledger application, this report will print the transactions that are to be interfaced to the General ledger at the end of the period. We suggest you print this report and check for accuracy before you interface the transactions to General ledger.

Any errors found can be corrected after the interface is complete but before the transactions are posted in the General ledger application. The process of interfacing to General ledger will automatically clear the transactions from this data file based on the interface date entered. Interface is processed by selecting “Interface from other applications” from the Miscellaneous menu column of the General ledger application.

If you are not using the Down To Earth general ledger application, you can clear the distribution file after printing this report by selecting “Clear G/L distribution” from the Miscellaneous menu column. This process should be done periodically to keep the **fadist** file from taking too much room on your system.

F/A to G/L Distribution Report window

Period-ending date: Enter the last transaction date you want included on the distribution report. If you want to include all transactions, press <Return> to enter the current system date.

Starting account: Enter the ID code of the first account you want to include on this report. To begin with the first account on file, press <Return> to accept the default value, *.

Ending account: Enter the ID code of the last account you want to include on this report. To end with the last account on file, press <Return> to accept the default value, *.

To include all accounts, enter the default value, *, in both this field and the **Starting account** field.

Press <Return> to pull down the Print Option menu column. From the Print Option column, choose where the report should be sent.

5.8 Printing reports created through Report Writer

To print custom-made reports that were created using the Down To Earth Report Writer application on VMS or UNIX, select “Other reports” from the Reports menu column. (To print such reports on DOS or TSX-32, you must select “Run” from the Reports menu column in Report Writer).

Report Name window

Application code: Down To Earth automatically displays the two-character code of the application you’re processing. Because you’re currently processing transactions from within Fixed Assets, **FA** is displayed.

Report name: The names of the reports created through Report Writer are displayed in a selection window. Choose the report you want to print.

After you’ve made your selection, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want the report sent.

5.9 Printing queued reports

To display a list of the reports in the print queue, select “Queued reports” from the Reports menu column. You can then print one or more copies of the report, delete a report from the print queue, or rename a report. We suggest that you use this menu entry to view the queued reports before you clear the print queue (via the Files menu column in the System Manager application).

Print Queued Report window

File: From the displayed selection window, choose the report you want to print, delete, or rename.

Copies: Enter the number of copies you want to print. If you want just one copy printed, press <Return> to enter the default value.

Delete: If you want to delete the report from the print queue, press <Return> to select the default value, **Yes**. If you want to leave the report in the queue, select **No**.

Rename: To rename the report, select **Yes**. To leave the report as it is, select **No**. If you rename the report, it is deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to six characters in length. Down To Earth automatically assigns the extension **.prt** to the name you enter and places the report in the directory referenced by the RPT logical.

Select printer: From the displayed selection window, choose the printer to which you want to send the specified report. When you press <Return>, the report is sent to the printer.

6 The Miscellaneous Menu Column

From the Miscellaneous menu column you can

- ↳ · Clear year-to-date information
- ↳ · Check 40% in the 4th quarter for newly acquired assets to adjust depreciation, if necessary
- ↳ · Clear F/A to G/L distribution file
- ↳ Purge depreciation history through a specified date
- ↳ Purge retired assets from the asset master file

6.1 End of year clearing

Select “End of year clearing” from the menu to process either the calendar or fiscal year end. You should run the “Check 40% in 4th quarter” Miscellaneous menu column selection to verify that the correct depreciation was calculated on newly acquired assets and print any reports required by your company for analysis **before** this process is run.

The “End of year clearing” process zeros all year to date accumulative fields, updates the depreciation periods for the new year, and resets files for the next accounting year. Select “End of year clearing” to display the Year End window.

Year End window

The message: “This procedure zeroes the YTD fields for all assets and sets company info to next year.” displays in the window and requires a confirmation to continue the process.

Confirm: Type **YES** and press <Return> to verify that you want to clear the year-to-date fields for all assets. If you press <Return> without typing **YES**, Down To Earth will automatically enter **NO** in this field and year to date fields will not be cleared.

Press <Return> to either close the current year or to abort the process. The Miscellaneous column is redisplayed.

6.2 Check 40% in the fourth quarter

Select “Check 40% in 4th quarter” from the Miscellaneous menu column to verify correct depreciation was made on newly acquired assets in the current fiscal year.



NOTE: If 40% or more of the value of newly acquired assets were put into service during the last three months of the current accounting year, then mid-quarter convention must be used for depreciating all assets acquired in the year.

The process verifies only against the depreciation method defined in the **Tax 1** field of the asset master. Depreciation method codes 21 through 24, and 42, and assets with a life expectancy of 15 years or more are not considered for calculation or adjustment. Assets using the **Units of Production** or **Machine hours** depreciation methods in the **Tax 1** field are considered when checking for the 40% but are not adjusted.

If adjustments are made, a report is created specifying the asset number and description, the method of depreciation defined as **Tax 1**, the old depreciation and the new corrected depreciation. The **Total accumulative depreciation** and **YTD depreciation** fields are updated in the asset master for each applicable asset but general ledger entries for the difference are not created. Because the adjustment affects only *Tax 1* and not *Book*, no journal entries are necessary. The *Book* depreciation is the value reported in General Ledger.

The calculations and adjustments only affect tax depreciation for those assets purchased in the current accounting year.

Check 40% Fourth Quarter window

The message: “This procedure checks all assets put in service this year looking for 40% in service in the 4th quarter, then adjusts.” displays in the window and requires a confirmation to continue the process.

Confirm: Type **YES** and press <Return> to verify that you want to start the process and adjust the *Tax 1* value for applicable assets. If you press <Return> without typing **YES**, Down To Earth will automatically enter **NO** in this field and abort the process. No verification or adjustments are then made.

Press <Return> to initiate the process. If a report is created with adjustments, the Print Option menu is pulled down. Select where you want the report to be sent. Once completed, the Miscellaneous column is redisplayed.

6.3 Clearing the F/A to G/L distribution file

To clear the fixed assets to general ledger distribution file, select “Clear F/A to G/L distribution” from the Miscellaneous menu column. The Clear F/A to G/L Distribution window is displayed.

Clear F/A to G/L Distribution window

Period-ending date: Enter the date through which you want to clear the Fixed Assets to General Ledger distribution file. To clear transactions through the current date, just press <Return>.

Confirm: If you do not want to clear the distribution file, press <Return> to accept the default of **NO**. If you do want to clear the file, type **YES** and press <Return>.

Press <Return> to either clear the Fixed Assets to General Ledger distribution file or abort the process. The Miscellaneous menu column is re-displayed.

6.4 Purging the depreciation history file

To purge the depreciation transactions history file, select “Purge depreciation history” from the Miscellaneous menu column.

We recommend that the Depreciation History report is printed through the same date that you will be purging transactions, prior to the actual purge.

Purge Depreciation History window

Purge-through date: Enter the date through which you want to purge depreciation transactions. To purge transactions through the current system date, just press <Return>.

Save deleted records: Choose **Yes** if you want the purged records to be saved to a sequential file in the **WRK** directory. This file will be named **fadhst.pur**. Choose **No** if you don't want the purged records saved.

Confirm: Type **YES** and press <Return> to verify that you want to purge the history transactions through the date specified. If you press <Return> without typing **YES**, Down To Earth will automatically enter **NO** in this field and the purge is aborted.

Press <Return> to either purge the history transactions or abort the process. The Miscellaneous menu column is re-displayed.

6.5 Purging retired assets

To purge retired asset masters, select “Purge retired assets” from the Miscellaneous menu column. The **Purge-through date** entered is compared to the **Retire date** posted to the asset master. If the retirement date is equal to or before the **Purge-through date**, the master record is purged.

We recommend that an Asset list and Fixed asset register is printed through the same date that you will be purging, prior to the actual purge.

Purge Retired Assets window

Purge-through date: Enter the date through which you want to purge depreciation transactions. To purge transactions through the current system date, just press <Return>.

Save deleted records: Choose **Yes** if you want the purged records to be saved to a sequential file in the **WRK** directory. This file will be named **faasst.pur** . Choose **No** if you don't want the purged records saved.

Confirm: Type **YES** and press <Return> to verify that you want to purge the history transactions through the date specified. If you press <Return> without typing **YES**, Down To Earth will automatically enter **NO** in this field and the purge is aborted.

Press <Return> to either purge the retired assets or abort the process. The Miscellaneous menu column is re-displayed.

7 Periodic Processing

7.1 Current period processing

Depreciation transactions are usually created on a monthly basis. Asset retirement and asset depreciation are both referred to as transactions. Whenever an asset is retired, you must select “Asset retirement trx” from the Transaction menu column and enter the retirement specifics. This can be done whenever necessary, however, all retirement transactions must be posted before any depreciation is calculated for the period

There are three types of depreciation transactions that can apply to your assets.

- ① Most asset depreciation is automatically generated by the system when you select “Depreciation trx” from the Depreciation menu column.
- ② **Units of Production** or **Machine hours** methods of depreciation transactions can be entered one asset at a time or,
- ③ if they are grouped together by the location code, can be generated by location. **Units of Production** and **Machine hours** depreciation transactions must be processed separately from other depreciation transactions.

At the time the depreciation transactions are posted, each asset master and the depreciation period is updated. General Ledger distribution transactions are also created for both depreciation and retirement of assets and should be interfaced to General ledger as part of the General ledger current period processing. If you are not using the General Ledger application within Down To Earth, you can print a “F/A to G/L distribution” report and use the distribution information to enter the appropriate entries into your own General ledger system.

7.2 Year end processing

Before processing year end or printing any other reports required for year end clearing, select “Check 40% in 4th Quarter” from the Miscellaneous menu column. If 40% or more of the value of your newly acquired assets were put into service during the last three months of the current accounting year, then mid-quarter convention must be used for depreciating all assets acquired in that year.

The system will therefore check for 40% and, if necessary, recalculate depreciation. These calculations will only affect tax depreciation for those assets purchased in the current year. See the section, “Check 40% in the fourth quarter,” for additional information regarding the exact process and subsequent report.

Once the “Check 40% in the 4th Quarter” function is complete, print any other reports required by your company before the year end close selection is chosen. When all reports are complete, we suggest you run a system back up, label, and put aside the back up media.

You can perform the year-end closing on a calendar year or a fiscal year basis. After printing all the reports that you require, select “End of Year Clearing” from the Miscellaneous menu column. The clear function zeroes all year-to-date fields for all assets and resets the company fields for the next year.

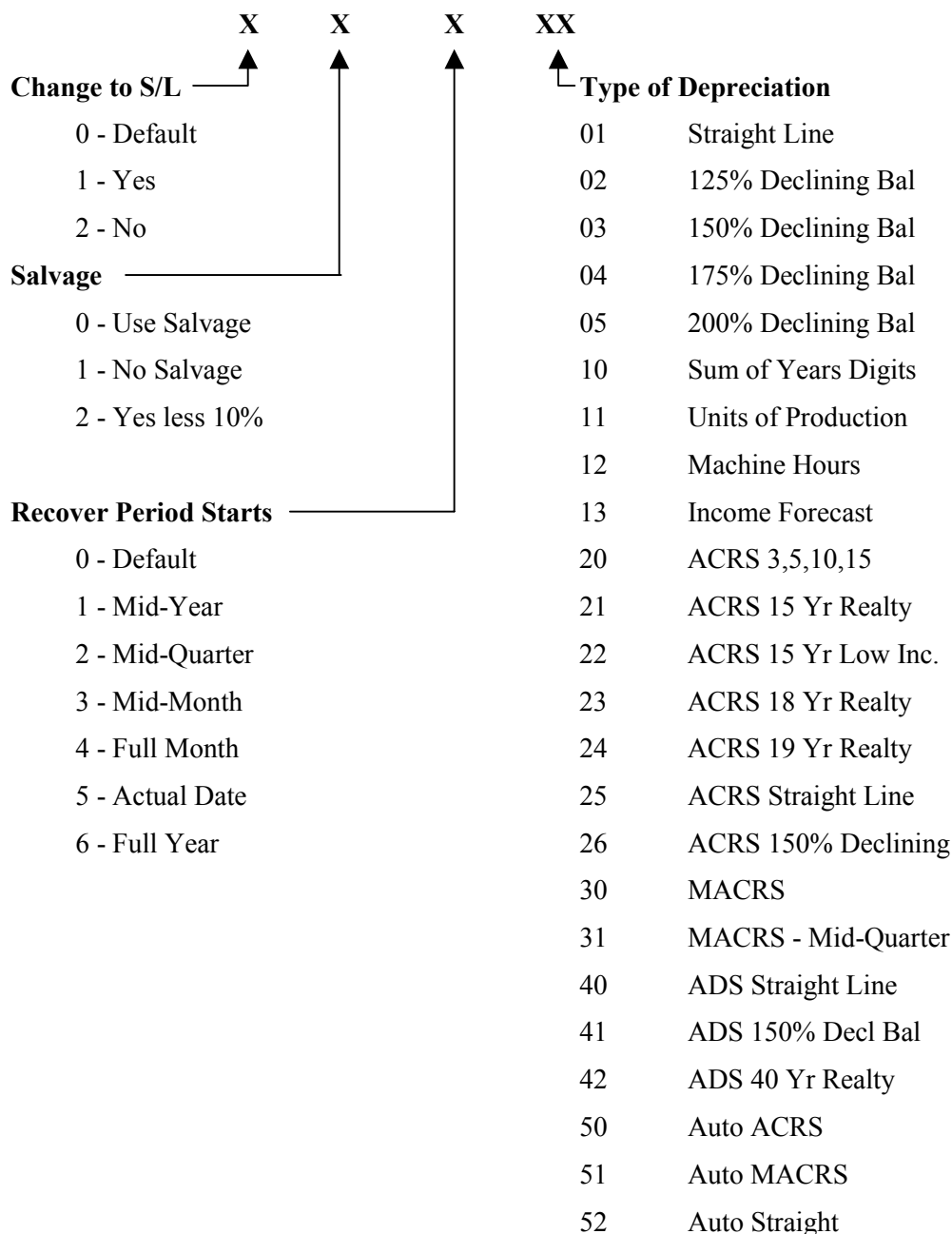
Optionally, you can also purge retired assets and/or depreciation history. With either option, it is suggested that you purge through a date in the prior year, not the current processing year. For example, if you are closing the end of 1998 in December, you could purge your retired transactions through December 31, 1997 and possibly your depreciation history through a much earlier year, such as December 31, 1995. It is also recommended that reports inclusive of any data you are purging, be printed prior to the purge.



NOTE: You must perform the year end closing process before you enter any depreciation the first period of the next accounting year.

Appendix A: Depreciation Method Codes

The depreciation method will be represented by a five digit number, broken down in the following way:



The depreciation codes diagram above displays the manner in which the depreciation codes are broken down. This code is a five digit field. As shown here, the first three digits have been designed to allow you the option to change defaults. The last two digits are the actual depreciation method codes. You can enter zeros in the positions

for which you are accepting the default. If you are accepting the defaults in all of the first three positions, you need only enter the depreciation method code (the last two digits).

Change to S/L

0 - Default: The Default is designed that the system will automatically convert all assets using declining balance to straight line when it becomes feasible. This includes methods 02, 03, 04, 05, 26, 30, 31, 41 and 51.

1 - Yes: Yes is used in the event that a method (which has not been listed above) is to be converted to straight line.

2 - No: No indicates that the declining balance methods should not convert to straight line.

Salvage

0 - Use Salvage: This option tells the system to use the estimated salvage amount.

1 - No Salvage: No Salvage does not use a salvage value when calculating depreciation.

2 - Yes less 10%: This entry instructs the system to use the ten percent rule. For more information, see the “Ten Percent Rule” in the IRS Publication 534.

Recovery Period Starts

0 - Default: The recovery period default, 0, uses the “Year 1 Convention” default, as defined in the “Company” selection of the Maintenance Menu column.

1 - Mid-Year: The mid-year recovery method calculates half year depreciation for the calendar/fiscal year the asset is placed in service. When the recovery period is defined as part of the individual asset’s depreciation method code, the Year 1 convention defined via “Company” is not applicable for that asset.

2 - Mid-Quarter: The mid-quarter recovery method calculates depreciation on the mid-point of the quarter the asset is placed in service. When the recovery period is defined as part of the individual asset’s depreciation method code, the Year 1 convention defined via “Company” is not applicable for that asset.

3 - Mid-Month: For a mid-month recovery method, the system calculates depreciation at the midpoint of the month the asset is placed in service. When the recovery period is defined as part of the individual asset’s depreciation method code, the Year 1 convention defined via “Company” is not applicable for that asset.

4 - Full Month: To calculate depreciation for the whole month for the month the asset is placed in service, select 4 - Full Month. When the recovery period is defined

as part of the individual asset's depreciation method code, the Year 1 convention defined via "Company" is not applicable for that asset.

5 - Actual Date: With a choice of 5 - Actual date, the depreciation is calculated starting on the actual date the asset is placed in service (the Capitalization Date). When the recovery period is defined as part of the individual asset's depreciation method code, the Year 1 convention defined via "Company" is not applicable for that asset.

6 - Full Year: The recovery period 6 - Full year sets up the depreciation to be calculated for the whole year in which the asset is placed in service. When the recovery period is defined as part of the individual asset's depreciation method code, the Year 1 convention defined via "Company" is not applicable for that asset.

Type of Depreciation method definitions

- 01 Straight Line - allows for even distribution of depreciation over the entire life of the asset.
- 02 125% Declining - depreciation rate is 125% (1.25) of the straight line rate on undepreciated *Book* value.
- 03 150% Declining Balance - depreciation rate is 150% (1.5) of the straight line rate on the undepreciated *Book* value.
- 04 175% Declining Balance - depreciation rate is 175% (1.75) of the straight line rate on the undepreciated *Book* value.
- 05 200% Declining Balance - depreciation rate is 200% (2.0) of the straight line rate on undepreciated *Book* value.
- 10 Sum of Years Digits - allows for larger periodic depreciation of an asset in its earlier years. This is achieved by using a fractional multiplier derived from the total years. The denominator of the fraction is obtained from the sum of the total years of useful life. The salvage value must be subtracted from the basis to obtain depreciable cost. The full amount of the asset is depreciated without changing methods.
- 11 Units of Production - depreciation is calculated based on the percentage of the asset's useful life, in units, that are produced in a given period. Salvage is not considered.
- 12 Machine Hours - same process as that of Units of Production method only salvage value is used in the depreciation calculation.
- 13 Income Forecast - requires grouping your assets together and projecting income. Depreciation is determined by applying a fraction to the cost less salvage value of the asset. The numerator is the income from the asset for the year and the denominator is the total projected income.

- 20 ACRS 3, 5, 10, 15 - you must continue to use ACRS for assets placed in service after 1980 and before 1987. Deduction is figured by use of percentage tables. See IRS Publication 534 for more information.
- 21 ACRS 15-Year Realty - property placed in service before March 16, 1984, that has a present class life of more than 12.5 years (includes all real property, such as buildings). Percentages depend on the recovery period beginning date.
- 22 ACRS 15-Year Low Income Realty - low income property that was assigned a 15-year recovery period under ACRS.
- 23 ACRS 18-Year Realty - under ACRS, property placed in service after March 15, 1984 and before May 9, 1985 that has a present class life of more than 12.5 years. Includes all real property other than that designated as 5, 10, 15 year or low income housing.
- 24 ACRS 19-Year Realty - used for property placed in service after May 8, 1985 and before January 1, 1987 that has a present class life of more than 12.5 years.
- 25 ACRS Straight Line - ACRS straight line is used as an alternate method under ACRS. See IRS Publication 534 for additional information on percentage tables.
- 26 ACRS 150% Declining Balance - can be used for property placed in service between 1981 and 1986 that has a class of life of three years.
- 30 MACRS - can be used for assets purchased after December 31, 1986. For property in the 3, 5, 7, or 10 year class, the 200% Declining Balance to Straight Line method with the half-year convention is used. For property in the 15 and 20 year class, the 150% Declining Balance to Straight Line method is used. For non-residential real property and residential rental property, Straight Line with the mid-month convention is used.
- 31 MACRS Mid-Quarter - same method as 30 only the mid-quarter convention is used.
- 40 ADS Straight Line - depreciation is calculated using a straight line method with no salvage value. The convention for nonresidential real and residential rental property is the mid-month. For all other property, the half-year or mid-quarter convention is used.
- 41 ADS 150% Declining Balance - depreciation is calculated using 150% to Straight Line method with no salvage value. The convention for nonresidential real and residential rental property is the mid-month. For all other property, the half-year or mid-quarter convention is used.
- 42 ADS 40 Year Realty - used for Section 1245 property that is real property with no class life.
- 50 Auto ACRS - used if a passenger automobile was placed in service in 1986 and a Section 179 deduction was elected. The Section 179 deduction is treated as

depreciation up to the \$3,200 limit for the first year of the recovery period. A percentage of the remaining years is used to calculate depreciation. See IRS Publication 534 under Deduction Limits Before 1987 for more information.

- 51 Auto MACRS - calculates depreciation based on multiplying the maximum deduction amount by the percentage of business and investment use. See IRS Publication 534 under Passenger Automobiles for more information.
- 52 Auto Straight Line - based on the percentage of business and investment use, depreciation is calculated using Straight Line. See IRS Publication 534 under Passenger Automobiles for more information.

For more information on all depreciation methods, please refer to IRS Publication 534 on depreciation for the current tax year.

Complete Depreciation method code examples:

1. If you are choosing Straight Line method for either Book or tax depreciation enter **00001**.

The first position, **0**, uses the default value for the particular depreciation method code. (To force the code to change to Straight Line, you would enter **1**. To force the depreciation method code never to change to Straight Line, even if it normally would, the first position would **be 2**.)

The second position is **0**, use the Salvage amount defined in the asset master. (A value of **1** does not use the defined salvage amount and the value of **2** uses the defined salvage amount less 10%.)

The third position value of **0**, refers the recovery period to the default valued defined via the "Company" selection of the Maintenance Menu column. To force a different recovery period for this asset, enter a value of 1 through 6 as defined on the previous pages.

The fourth and fifth positions define the actual depreciation method as **01**, Straight Line.

2. If you are using 150% Declining Balance and you want to change the default for recovery period to Mid-year, you would enter **00103**.

As noted in Example 1, the first two positions define the asset as using the default values for Changing to Straight Line and to use the salvage value. The third position overrides the recovery period defined in the "Company" Maintenance for this asset as Mid-year. The **03** defines the depreciation method as 150% Declining Balance.

3. For 200% Declining Balance and the recovery period for Mid-quarter, the depreciation method code would be **00205**. The third position value, **2**, defines this asset to calculate the first year recovery depreciation as Mid-quarter, regardless of the value defined for the company.

Appendix B: Troubleshooting / Common Down To Earth & DBL errors

➤ Printing a proof list does not include all the transactions you entered

This situation is usually due to transactions entered (calculated) under a different operator ID than the one using when printing a proof list.. If you are unsure as to what operator ID(s) transactions were entered under, you must unload the data transaction file and look at the raw data. The unique ID is usually found at the end of the transaction record.

➤ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. The file has been created but the program was looking in the wrong place.

➤ Depreciation trx are on file - please post

There are existing transactions in the depreciation file that require posting before you can calculate depreciation. Print a proof list for verification and post those transactions prior to calculating new depreciation. If for any reason the transactions are incorrect and were calculated in error, select “Clear depreciation trx file” from the Depreciation menu column to clear the file without posting.

➤ Depreciation amount calculated is zero or incorrect

If the amount of depreciation automatically calculated is not balancing when balancing to a previous system or manually calculated, it could be the automatic process is not the same as the process being balanced to or a rounding difference. If the amount is more than a few cents, it may be that the asset master or the company definition is not correct.

Check the following field values and verify that both methods of calculation are using the same parameters:

- ✓ Number of accounting periods is the same as the actual accounting periods defined. If you are processing 13 periods, you must have a value of 13 in the **Number of periods** field.
- ✓ The **Total accumulated depreciation** has not exceeded the **Cap amount** field value.
- ✓ That the asset has not been marked as retired (in error).
- ✓ If the asset is new, verify the Recovery period value is actually defined to calculate at this time.

Appendix C: Record Layouts

Filename: faasst.rec

Record description: Fixed Asset master file

Record size: 1014

Primary key: 1.24 faa_comp, faa_asset, faa_div, faa_dept

Alternate 1: 34.30 faa_descr (1)

Alternate 2: 1.2 faa_comp
25.3 faa_glcd
17.8 faa_div, faa_dept
3.14 faa_asset

Alternate 3: 1.2 faa_comp
28.5 faa_loc
3.14 faa_asset
17.8 faa_div, faa_dept

Alternate 4: 1.2 faa_comp
33.1 faa_cat
3.14 faa_asset
17.8 faa_div, faa_dept

record faasst

faa_key	,a24	; Primary key
faa_comp	,a2 @faa_key	; Company code
faa_asset	,a14 @faa_key+2	; Asset number
faa_div	,a4 @faa_key+16	; Division
faa_dept	,a4 @faa_key+20	; Department
faa_glcd	,a3	; G/L code
faa_loc	,a5	; Location
faa_cat	,d1	; Category
faa_descr	,4a30	; Description
faa_status	,d1	; 1 - new ; 2 - used ; 3 - disposed/retired ; 4 - depreciated ; 5 - expensed ; 6 - non-depreciated
faa_capdat	,d8	; Capital date (yyyymmdd)
faa_capamt	,d10	; Capital amount (8.2)
faa_salamt	,d10	; Salvage amount (8.2)
faa_itc	,d8	; Itc amount (6.2)
faa_itcamt	,18d8	; Itc yearly amount (6.2)
faa_itcdat	,18d8	; Itc amount taken date

faa_itcrep	,d8	; Itc recapture (6.2)
faa_ulife	,d7	; Units
faa_udepr	,d7	; Life in units
faa_ucurr	,d7	; Units depreciated
faa_uytd	,d7	; Current units depreciated
		; Year to date depreciated
faa_retdat	,d8	; Retirement
faa_retcod	,d1	; Retirement date (yyyymmdd)
		; 1 - abandoned
		; 2 - w/o disposition
		; 3 - cash sale
		; 4 - trade in
		; 5 - involuntary conversion
		; 6 - tax-free incorporation
faa_retsal	,d10	; Salvage/proceed amount (8.2)
faa_lstdep	,d8	; Last depreciated date
faa_autou	,6d3	; Auto usage % per year
faa_forinc	,10d10	; Forecast income (8.2)
faa_deprm	,6d5	; Depreciation method
		; [1] - book, [2] - tax1 ...
faa_life	,6d3	; Life in years (2.1)
faa_perds	,6d3	; Periods depreciated
faa_expen	,6d10	; Expense amount (8.2)
faa_accdep	,6d10	; Accumulated depreciation (8.2)
faa_ytddep	,6d10	; YTD depreciation (8.2)
faa_curdep	,6d10	; Current depreciation (8.2)
faa_sldate	,6d8	; Date of double decline to straight
	,a1	
record dummy		
	,a1014	

Filename: **fadepr.rec** and **fadhst.rec**

Record description: Depreciation Transaction file and Depreciation History file

Record size: 318

Primary key: 1.24 faa_comp, faa_asset, faa_div, faa_dept

record fadepr

fad_key	,a24		
fad_comp	,a2	@fad_key	; Company code
fad_asset	,a14	@fad_key+2	; Asset #
fad_div	,a4	@fad_key+16	; Division
fad_dept	,a4	@fad_key+20	; Department
fad_date	,d8		; Ending period date (yyyymmdd)
fad_type	,d1		; 1 - normal ; 2 - units of production
fad_dollar	,6d10		; Current depreciation (8.2)
fad_units	,d7		; Current units
fad_delta	,d7		; Adjustment of units
fad_nuunit	,d7		; New life units
fad_notes	,6a30		; Notes - errors
fad_strait	,6a1		; Convert to straight line (Y/N)
fad_flag	,d4		; Posting flag
fad_tag_id	,a14		; Record tag
fad_tag_sys	,a2	@fad_tag_id	; Tag system code
fad_tag_date	,d5	@fad_tag_id+2	; Tag date (yyjjj)
fad_userid	,a3	@fad_tag_id+7	; Tag user id
fad_tag_seq	,d4	@fad_tag_id+10	; Tag sequence number

Filename: fadist.rec

Record description: F/A to G/L distribution file

Record size: 114

Primary key: 1.16 faa_comp, faa_acct, faa_div, faa_dept

record fadist

fas_key	,a16		; Primary key
fas_comp	,a2	@fas_key	; Company code
fas_acct	,a6	@fas_key+2	; G/L account
fas_div	,a4	@fas_key+8	; Division
fas_dept	,a4	@fas_key+12	; Department
fas_date	,d8		; Date (yyyymmdd)
fas_ref	,a8		; Reference
fas_desc	,a25		; Description
fas_amnt	,d10		; Amount (8.2)
	,a9		; Reserved for future use
fas_unit	,d10		; Units
fas_asset	,a14		; Asset #
fas_tag_id	,a14		; Record tag
fas_tag_sys	,a2	@fas_tag_id	; Tag system code
fas_tag_date	,d5	@fas_tag_id+2	; Tag date (yyjjj)
fas_userid	,a3	@fas_tag_id+7	; Tag user id
fas_tag_seq	,d4	@fas_tag_id+10	; Tag sequence number

Filename: faretr.rec

Record description: Fixed Asset retirement transaction file

Record size: 161

Primary key: 1.24 faa_comp, faa_asset, faa_div, faa_dept

record faretr

far_key		,a24	
far_comp	,a2	@far_key	; Company code
far_asset	,a14	@far_key+2	; Asset number
far_div	,a4	@far_key+16	; Division
far_dept	,a4	@far_key+20	; Department
far_date	,d8		; Retirement date (yyyymmdd)
far_code	,d1		; 1 - abandon ; 2 - w/o disposition - ; turn to salvage ; 3 - cash sale ; 4 - trade in ; 5 - involuntary ; 6 - tax-free incorporation
far_salv	,d10		; Salvage/proceed amount .xx
far_ite	,d10		; Investment tax credit ; recapture (8.2)
far_flag	,d4		; Post flag
far_ref	,a30		; Reference
far_adj	,6d10		; Depreciation adj (8.2) +/-
far_tag_id	,a14		; Record tag
far_tag_sys	,a2	@far_tag_id	; Tag system code
far_tag_date	,d5	@far_tag_id+2	; Tag date (yyjjj)
far_userid	,a3	@far_tag_id+7	; Tag user id
far_tag_seq	,d4	@far_tag_id+10	; Tag sequence number

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